



## **SALEM COUNTY IMPROVEMENT AUTHORITY**

### **Position Description**

#### **BOOKKEEPER**

#### **BASIC FUNCTION**

Under the direction of the Executive Director, the Bookkeeper is to work an annual average of forty (40) hours per week. The Bookkeeper is responsible for some or all of the authority's accounts and investments. They record all transactions and post debits and credits. The Bookkeeper will be responsible for reporting directly to the Executive Director and will work independently and/or in conjunction with other employees of the Salem County Improvement Authority.

#### **DUTIES**

(Any one position may not include all of the duties listed nor do the examples cover all the duties which may be performed.)

Report to the Executive Director.

Use of spreadsheets and database

Use of Edmunds Accounting System

Prepare resolutions, Certificate of Availability of Funds, Corrective Action plans, Audit status reports

Enter (post) financial transactions into the appropriate computer software

Receive and record cash, checks, and vouchers

Post debits, as well as credits, into the software, assigning each to an appropriate account.

Produce reports, such as balance sheets, income statements, monthly expense and revenue reports and totals by account

Check figures, postings, and reports for accuracy

Reconcile or note and report any differences they find in the finance records.

The records that bookkeepers work with include expenditures, receipts, accounts payable, and accounts receivable

Use of advanced mathematics throughout the day

Produce financial statements and other reports for the executive director

Prepare bank deposits, verifying receipts, sending checks to the bank for some accounts

Prepare spreadsheet for annual budget preparation

Interface with auditor and fee accountant on a routine basis

Make purchases, prepare invoices, and keep track of overdue accounts

Assists with collection process of customer balance

### **QUALIFICATIONS**

High school graduate or equivalent. Ability to accurately proof-read. High school level knowledge of spelling and arithmetic.

A minimum of 2 years experience in public accounting and/or bookkeeper.

Proficiency in use computer for word processing, e-mail (Outlook), Word, spreadsheet (Excel) including charts, graphics, and database (Access),etc.

A minimum of 2 years work experience in the manual and physical functions related to position.

A minimum knowledge of the manual and physical functions related to position and the ability to perform these functions

Ability to use desktop and cell phone for calls and messages.

Ability to make photo copies, send faxes, apply postage and scan documents.

Have the ability to read, write, speak, understand or communicate in the English language sufficiently to perform the duties of this position.

Ability to work in an efficient and courteous manner.

Ability to follow oral and written instructions.

Possess current NJ Drivers License, may be required to travel to other divisions.

Must obtain Safety training.

### **PHYSICAL REQUIREMENTS**

Physical demands require some physical exertion; work may require lifting of heavy objects of up to 50 pounds, recurring bending, standing, walking or similar activity.

Ability to drive personal or SCIA vehicle to as required and /or attend job related education and training course, seminars and conferences in accordance with SCIA policies.